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# ***Seller's Real Estate Disclosure Package "SRED" Instructions***

*Cartus Contract & Disclosure Signatures MADE EASY*

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## **STOP! PLEASE READ ALL OF THE FOLLOWING INSTRUCTIONS WHICH ARE NECESSARY TO PROPERLY PROCESS THE PURCHASE AGREEMENT:**

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- ✓ **The Offer/Contract MUST** show appropriate Cartus Company as the seller; ie., Cartus Financial Corporation, Cartus Relocation Corporation, Cartus Corporation (ask your contact at Cartus)
- ✓ **The Standard Addendum OR Texas Association of Realtors Relocation Addendum (TAR):**  
**We recommend you use our Cartus State Contract**, if available. However, if the offer/contract is written on a local contract, the Standard Addendum or the Texas Association of Realtors Relocation Addendum (TAR) need to be signed and dated by the buyer(s) on the signature page and may NOT be altered in any way. The buyer(s) must also input their phone numbers on the signature page.
- ✓ **Seller's Real Estate Disclosure (SRED page):**  
This document lists all of the disclosures, receipts and, if applicable, any inspections completed or pending. This document **MUST** be initialed on the lines to the left of EACH listed item (by all buyers) AND signed AND dated by buyer(s) at the bottom of document. The documents listed on this page need to be disclosed to the buyers, but not returned to Cartus.
- ✓ **The Lead Paint Addendum (Only if built prior to 1978):**  
This document was filled out and signed by Cartus as the Seller. This needs to be initialed and signed by the buyer(s) AND the Listing Agent. The buyer(s) must initial next to both arrows under #4 AND check either A or B. The buyer(s) MUST then sign and date the bottom. The Listing Agent must initial #5 and sign and date the bottom as well.
- ✓ **The Blank Non-Occupant State Property Disclosure(s) (if applicable):**  
This is a Blank copy of your required State Property Disclosure stamped and signed by Cartus as a Non-Occupant Owner. This is not a mistake; the Blank copy needs to be signed and dated by the buyer(s).

### **We also need:**

- Copy of the Earnest Money Check. Please contact your Cartus contact for the Earnest Money requirements
- Pre-qualifying or Pre-approval letter from a lender or mortgage broker: Pre-Qual letters must be on lender letterhead with lender's address, phone number and lender contact name.
- PROOF OF FUNDS IS NEEDED IF THIS IS A CASH DEAL OR if the cash portion the buyer is paying is higher than 20%
- Buyer's buyers contract and buyer's buyers pre-qualification or pre-approval letter with loan information if sale is contingent on buyers' home closing
- No changes or strikeouts to any Cartus forms. Documents MUST be legible.

**If all of the above is properly executed by the buyer(s); we will have a complete Offer/Contract package which will lead to a successful turnaround time.**